Using the OEAA Secure Site

www.michigan.gov/OEAA-Secure

User ID

- Each district should have at least one district administrator level user identified for the OEAA Secure Site. OEAA recommends having more than one.
- OEAA will direct a user request to one of the district administrators.
- District administrators have the ability to:
  - Create new users
  - Delete users
  - Modify a users level of access
  - Modify a user's access to building(s)
  - Reset passwords

User ID

- OEAA will create district administration level users for public schools and school administration level users for nonpublic schools.
  - The form is available by emailing oeaa@michigan.gov
- Password resets should be done by the district administration level user. If OEAA must reset a password for an active user, the user needs to send a request to oeaa@michigan.gov from the active user's email address.

Functions of the OEAA Secure Site

- Order assessment materials
- Pre-identification of students
- Demographic management
- Verification of scanned answer documents (Tested Roster)
- Submission of not tested reasons
- Hosting score reports and data files

Welcome/Announcement Screen

- First screen after logging in to the OEAA Secure Site.
- Click on "Announcements" on the left at any time.
- Contains important messages related to the OEAA Secure Site.
- Contains important deadlines and dates related to tasks on the OEAA Secure Site.
- Contains information for all assessments:
  - MEAP
  - MI-Access
  - ELPA
  - ELPAS (ELPA Screener)
  - MME
  - SCAS
  - MEAP-Access

Welcome/Announcement Screen

Welcome to the OEAA Secure Site
To view important information and documents pertaining to a specific assessment: select the assessment from the dropdown menu below.
To begin working on the OEAA Secure Site: please click on the appropriate link from the menu at the left.
Announcements
Assessment:
Assessment
Announcement
Task Start Date
Task End Date

Welcome/Announcement Screen

Initial Material Orders

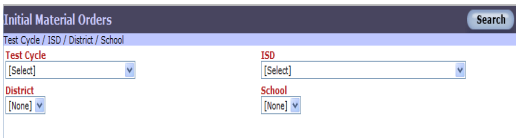
- Order initial testing materials and accommodated versions
  - District/school may need to estimate
  - Opportunity to order additional materials closer to the assessment
- Used by the contractor when determining quantities to print.

Initial Material Orders

- If you do not enter counts:
  - MEAP, MME, and ELPA – may not receive enough materials and will not receive any accommodated versions of assessment.
  - MI-Access and MEAP-Access – will not receive any materials.
- Verify correct shipping address and contact person (test coordinator) and if incorrect, notify authorized district Educational Entity Master (EEM) user.
- Grade levels displayed on the Initial Material Orders screen are based on the grade levels for the building in the EEM. If grade levels are not indicated in the EEM – all grade levels are displayed.

Initial Material Orders

- Click on "Initial Material Orders" at the left.
- Each Initial Material Order screen lists only materials available for the assessment selected.



Initial Material Orders

Initial Material Orders

- **MME** - materials will be shipped to the attention of the MME Test Supervisor listed in the EEM.
- **MEAP** – materials be shipped to either the school or district office MEAP address listed in the EEM. The selection is made by a district level user and is for the complete district.
- **MI-Access** – materials will be shipped to the attention of the MI-Access Coordinator and address listed in the EEM.

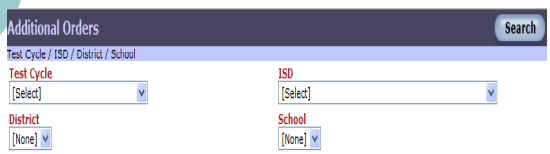
Initial Material Orders

- **MEAP-Access** – materials will be shipped to the attention of the MEAP-Access Coordinator and address listed in the EEM.
- **ELPA** – materials will be shipped to either the school or district office ELPA address listed in the EEM. The selection is made by a district level user and is for the complete district.

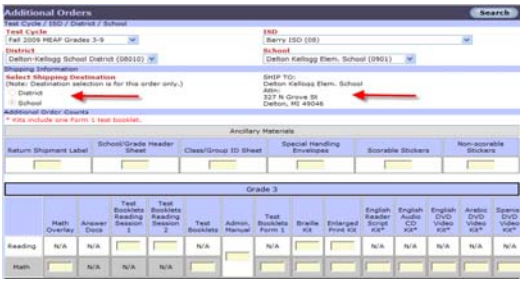
Additional Material Orders

- Always check for school or district overage before ordering additional materials.
- The Additional Material Orders screen only list materials available for the assessment selected.
- Click on “Add’l Material Orders” from the left.

Additional Material Orders



Additional Material Orders



Additional Material Orders

- **MME** - materials will be shipped to the MME Test Supervisor address listed in the EEM.
- **MEAP** – materials be shipped to either the school or district MEAP Coordinator address listed in the EEM. The selection is made by a district level user and is for the whole district.
- **MI-Access** – materials will be shipped to the district MI-Access Coordinator address listed in the EEM.

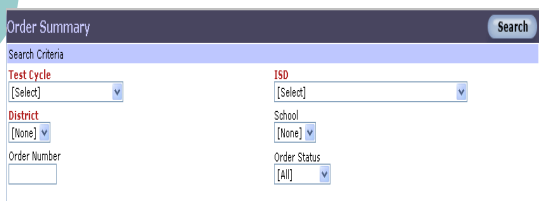
Additional Material Orders

- **MEAP-Access** – materials will be shipped to the MEAP-Access Coordinator address listed in the EEM.
- **ELPA** – materials will be shipped to either the school or district ELPA Coordinator address listed in the EEM. The selection is made by a district level user and is for the whole district.

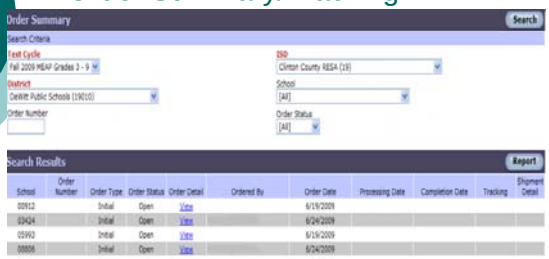
Order Summary/Tracking

- Track the status of your order(s) and shipment of assessment materials.
- Click on “Order Summary/Tracking” from left.
- The following information will be available when tracking your order/shipment:
  - Order Detail for each order from initial and additional material orders
  - Current status of ordered, i.e. pending, shipped
  - Date shipped
  - Tracking number with link to track the package through the shipping vendor i.e. FedEx or UPS

Order Summary/Tracking



Order Summary/Tracking



- Click on “View” under Order Detail for details of order.
- Click on link under “Shipment Detail” to view the packing slip.
- Click on the link under “Tracking” to track the order.
- Click the “Report” button to print.

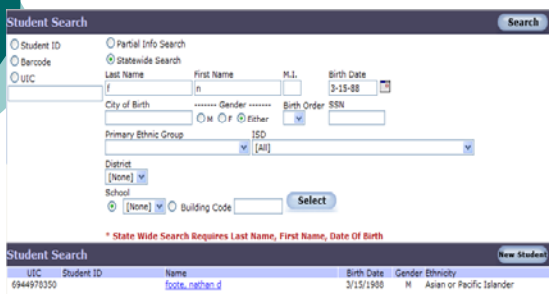
Pre-Identification of Students

- Pre-ID students
  - Some students may be pre-identified by OEAA depending on assessment.
    - MEAP – students are loaded for grades 3-9 for most districts – but not all.
    - MI-Access and MEAP-Access – OEAA does not pre-id students.
    - ELPA – students with low ELPA screener scores, submitted as an ELL student on MSDS and students that took the previous spring ELPA.
    - MME – grade 11 students from the SRSD and eligible grade 12 students.
- One Student at a Time/New Student
- MSDS Copy
- Student Test Cycle Copy
- Pre-ID File Upload/Template

Student Search/One Student at a Time

- Click on “Student Search” from the left.
- Most students will already have a record.
- Use one or two letters of the first name, last name and DOB on a Statewide search for better results.

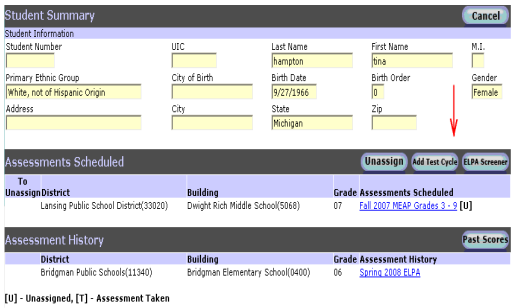
Student Search/One Student at a time



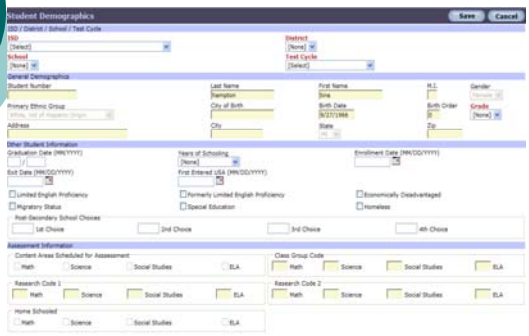
Student Search/One Student at a Time

- Click on “Add Test Cycle” button for ELPA, MEAP, MME, MI-Access, and MEAP-Access.
- Click on ELPA Screener for ELPA screener entry.
- Required fields are in red.
- If you cannot see the grade field to the far right, may have to scroll over depending on screen size.

Student Search/One Student at a Time



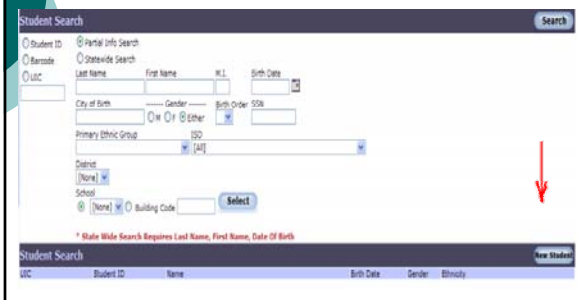
Student Search/One Student at a Time



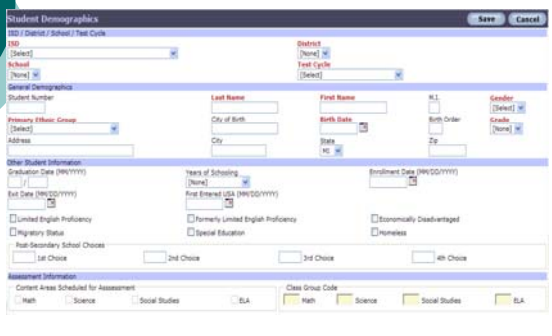
Add a New Student

- Most students should already have a record.
- Always do a student search before adding a new student.
- Click on “New Student” button located on Student Search page.
- When saving new student, system will double check for a matching record.
- Fields in red are required.

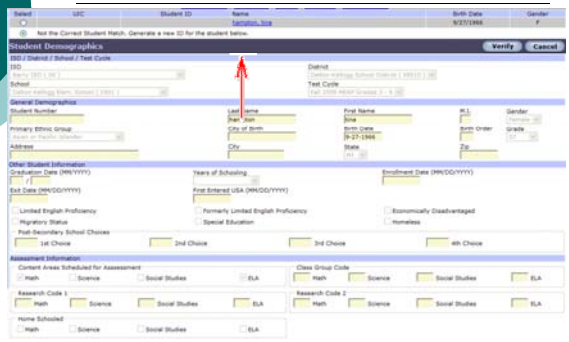
Add a New Student



Add a New Student



Add a New Student



MSDS Copy

- Click on “MSDS Copy” from the left.
- Important to note date at top left of MSDS Copy screen.
- Can only use for students that were submitted on the MSDS submission dated at the top left.

MSDS Copy

- Once the list of students return, select all or select only a few students to be copied over into the OEAA Secure Site.
- Once you click “Save”, a file is created and the students are loaded into the secure site.

MSDS Copy

- Once saved, Pre-ID Imported Files screen will display with status of file.
- Must click “Search” button to refresh screen to view the change in status.
- If an error is displayed, must contact OEAA.

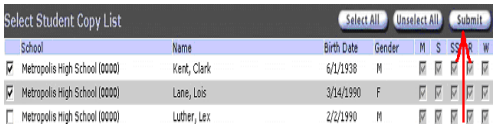
MSDS Copy

Student Test Cycle Copy

- Click on “Student Test Cycle Copy” from the menu at the left.
- Allows a user to copy students from a previous test cycle into a new test cycle.
- Mostly used by private schools who do not submit a MSDS file.

Student Test Cycle Copy

Student Test Cycle Copy



- Select all or select the few students to be copied to the new test cycle.
- Once you click Save, a file is created and the students will be loaded into the new test cycle selected.

Student Test Cycle Copy

- Once saved, Pre-ID Imported Files screen will display with status of file.
- Must click “Search” button to refresh screen to view the change in status.
- If an error is displayed, must contact OEAA.

Student Test Cycle Copy

Pre-ID Imported Files
Search
Search Criteria
ISD
Test Cycle
Spring 2008 MME
District
Brandywine Community Schools (11210)
Search Results
Download
Batch ID
District(s)
Test Cycle
Description
Submitter
Submitted
Completed
22021
Brandywine Community Schools
Spring 2008 MME
Tina Fonte 4/21/2008
--- Legend ---
[ ] - Radio button that allows a user to download any errors for a selected Batch ID.
[Batch ID] - A unique number assigned to an upload. Any requests for help or information on an upload should be made with this number.
[District(s)] - The district for which the upload was submitted under.
[Test Cycle] - The test cycle for which the upload was submitted under.
[Description] - Information regarding the submitted upload.
[Submitter] - The name of the person who uploaded the corresponding batch file.
[Submitted] - The date/time that the file was submitted.
[Completed] - The date/time that an uploaded file has completed all the necessary steps for Pre-ID (including the steps needed to be done by the SRSD Resolver), or the date/time that the upload failed.

Pre-ID Import File

- The file format is located on the LOG IN page before logging in or at the bottom of the Announcement page after logging in.
- Districts/schools can extract student data from their student record system.
- File must be in the required format and saved as a .csv or .txt file.
- File will be loaded by user to the OEAA Secure Site.

Pre-ID Template

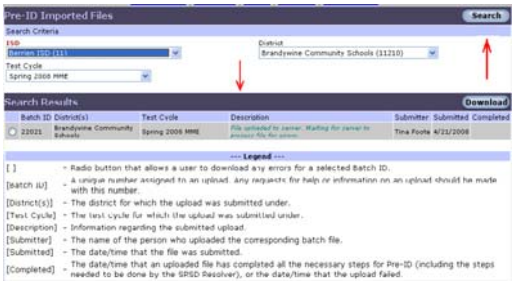
- The template is an Excel file and is located on the LOG IN page before logging in or at the bottom of the Announcement page.
- File must be saved as a .csv prior to loading to the secure site.
- Districts/schools can extract student data from their student record system.
- File will be loaded by user to the OEAA Secure Site by selecting “Pre-ID Import” from the left.

Loading Pre-ID File

Loading Pre-ID File

- Once saved, Pre-ID Imported Files screen will display with status of file.
- Must click “Search” button to refresh screen to view the change in status.
- If an error is displayed, click on the error link in blue for a detail of errors to be fixed.
- If more than 50 errors are found, no records will load.
- Click on the radio button to the left of the file and click on the “Download” button to download the records with errors.

Loading Pre-ID File


Pre-ID Imported Files
Search
Search Criteria
ISD
Barry ISD (11)
District
Brandywine Community Schools (11210)
Test Cycle
Spring 2008 MME
Search Results
Download
Batch ID
District(s)
Test Cycle
Description
Submitter
Submitted
Completed
22021
Brandywine Community Schools
Spring 2008 MME
Tina Foote
4/21/2008
--- Legend ---
[ ] - Radio button that allows a user to download any errors for a selected Batch ID.
[batch id] - A unique number assigned to an upload. Any requests for help or information on an upload should be made with this number.
[District(s)] - The district for which the upload was submitted under.
[Test Cycle] - The test cycle for which the upload was submitted under.
[Description] - Information regarding the submitted upload.
[Submitter] - The name of the person who uploaded the corresponding batch file.
[Submitted] - The date/time that the file was submitted.
[Completed] - The date/time that an uploaded file has completed all the necessary steps for Pre-ID (including the steps needed to be done by the SPSD Resolver), or the date/time that the upload failed.

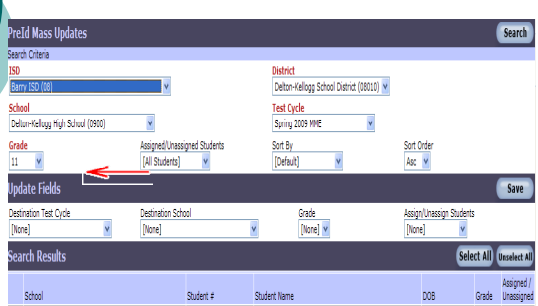
Loading Pre-ID File

- A message may display stating that there are students to be resolved by your UIC resolver.
  - Records have loaded but there may be problems with the UIC such as a duplicate UIC, multiple UIC, or a missing UIC
  - Notify your district UIC resolver
  - There is nothing more to do on the OEAA Secure Site regarding the UIC’s

Pre-ID Mass Update

- Click on “PreID Mass” Update from the left.
- Update Fields section opens after search.
- Mass updates for students already pre-identified.
  - Move to new test cycle
  - Move to new school
  - Change grade level
  - Unassign students from test cycle

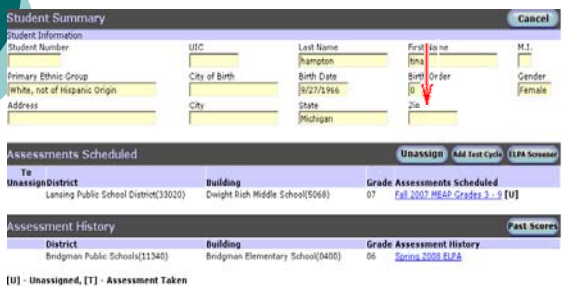
PreID Mass Update



Unassign Students

- Not required but recommended.
- Once unassigned, student will no longer show up on Pre-Identified Student Report or other secure site reports and screens.
- If not unassigned, will not affect AYP.
- Can unassign group of students on PreId Mass Update screen or individually on Student Demographic screen.

Unassign Students



Pre-Identified Student Report

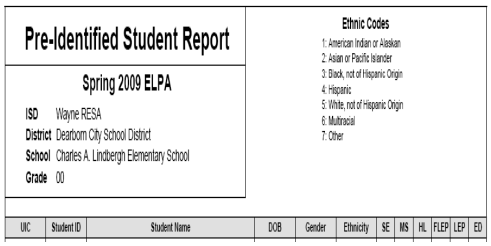
- Always run a Pre-Identified Student Report well in advance of deadlines by clicking on “Pre-Identified Students” from the left.
- Students will be on the report as soon as they are identified using any pre-ID tool.
- Schools will receive printed barcode labels for students listed on the report, prior to pre-ID deadlines set by OEAA.
- Students who will not, or should not, be assessed and who are unassigned from the test cycle, will not be included on the report.

Pre-Identified Student Report

- The report can be used as a tool to ensure that all answer documents are returned.
- If a student did not test, you can note on the report, by hand, the reason. This can be very useful when verifying tested roster after the assessment.
- Once the testing ends, schools will no longer have access to the Pre-Identified Student Report – Print it!

Pre-Identified Student Report

Click on Pre-Identified Students from the left



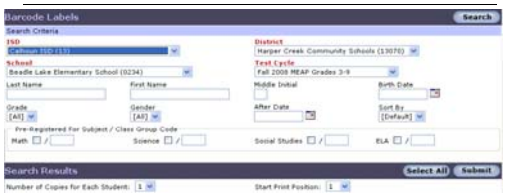
Barcode Labels

- All answer documents MUST have a barcode label.
- Reprint and replace any damaged barcode labels. i.e. student tried to peel label off, student marked through barcode, etc.
- Do not need to reprint a barcode label due to demographic changes.
- Reprint and replace incorrect barcode labels. i.e. barcode was placed on answer document but a different student used the answer document.

Barcode Labels

- Barcode labels are not specific to content area but they are specific to school and test cycle. i.e. ELPA, MEAP-Access, MI-Access, MEAP, and MME.
- Students not on the Pre-Identified Student Report will need to be assigned to the school and test cycle prior to printing barcode labels.
- Click on “Barcode Labels” from the left.

Barcode Label Printing

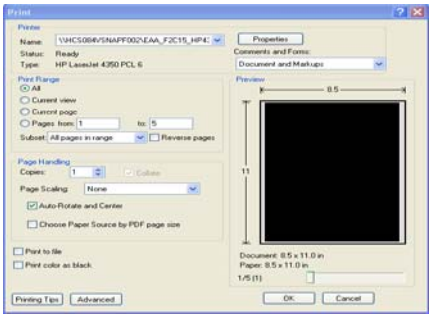


- After Date – only students identified after the date entered will be listed.
- Students will be listed based on search criteria, select students desired, click on the “Submit” button.
- Ability to select the number of barcode labels per student and also the starting print position on the sheet of labels.

Barcode Label Printing

- Make sure that Page Scaling is set to “None” and that Auto-Rotate and Center is checked.
- If you have an older version of Adobe you will not have a Page Scaling field, but instead will have Shrink to Fit or Shrink Oversized Pages. These will need to be unchecked.
- Only print barcodes locally using a laser printer, NOT INKJET!

Barcode Label Printing



Updating Student Demographics

- OEAA will update the following demographics using the current MSDS submission just prior to the tested roster:
  - Economically Disadvantaged (ED)
  - English Language Learners (ELL)
  - Ethnicity
  - Homeless (HL)
  - Migrant (MS)
  - Special Education (SE)
  - Feeder School Code
  - Less than a Full Academic Year (LTFAY)

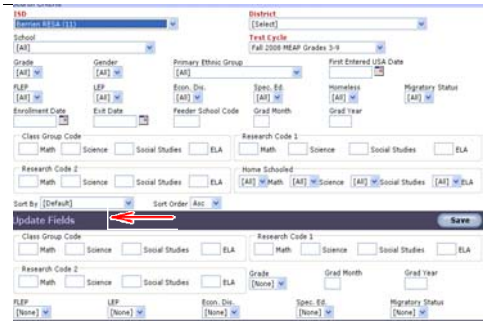
Updating Student Demographics

- Demographics can be updated during the tested roster period by schools, however, if the MSDS data is submitted correctly, schools should not need to update demographics.
- Feeder School Code and LTFAY cannot be updated or changed by schools.
- Demographics can be updated through the Mass Demo Update screen or the individual student’s demographic screen.

Mass Demo Updates

- Select “Mass Demo Updates” from the left.
- All fields in the Update Field section can be updated for a group of students at one time.
- Student’s names will be listed as a blue link and can be clicked on to go to that student’s demographic screen for updates. This would save time rather than doing a student search for multiple students.

Mass Demo Updates



Tested Roster

- Click on “Tested Roster” from the left for MEAP, MI-Access, MEAP-Access and ELPA.
- Click on “MME Tested Roster” for MME.
- The Tests Taken columns will be specific to the assessment type. i.e. ELPA, MI-Access, MEAP, MEAP-Access and MME.
- The tested roster review period is the LAST opportunity to review the data, make demographic corrections and report missing answer documents prior to the creation of reports and data files.

Tested Roster

- You can submit an issue for missing test, missing students, student that should be moved, and student test records that need to be combined from the tested roster screen.
- The tested roster can be printed and will list ALL students that were pre-identified for testing and were not unassigned – even if they did not test.
  - Can be used to determine if there are students missing from the tested roster that did test.

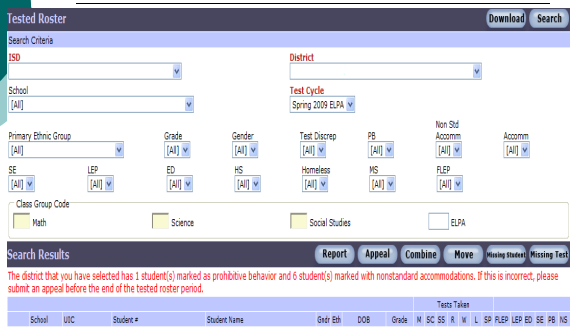
Tested Roster

- The tested roster screen list all students and answer documents received by the contractor along with student’s demographic information.
- The tested roster can be downloaded using the “Download” button at the top right, update demographic information and then download using the Demographic Upload link on the menu.
  - You cannot change a student name, remove a student, add a student, or change the test taken fields on the file.
  - If a student is missing or should not be included on the tested roster for your school, you must submit an issue from the tested roster screen.

Tested Roster

- A note in red will appear above the list of students if one or more students are not identified as special education (SE) on the MI-Access and MEAP-Access.
  - If not marked SE, test will be invalidated and will not be counted for AYP.
- Students that have been bubbled with a non-standard accommodation (NS) and/or prohibited behavior (PB) will need to be verified and if marked incorrectly, will need to be appealed to OEAA using the tested roster screen.
  - If not appealed, test will be invalidated and will not count for AYP.
- The tested roster will not be available after the review period has ended – PRINT it using the Report button.

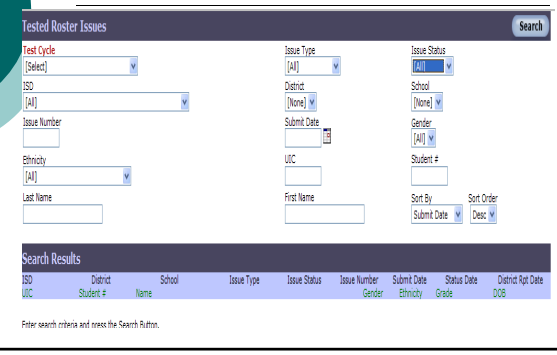
Tested Roster



Tested Roster Issues

- Click on Roster Issues from the left.
- Submitted issues are reviewed by OEAA.
- Status of submitted issues can be tracked.
  - Open
  - In-Process
  - Not Found
  - Accepted
  - Rejected

Tested Roster Issues



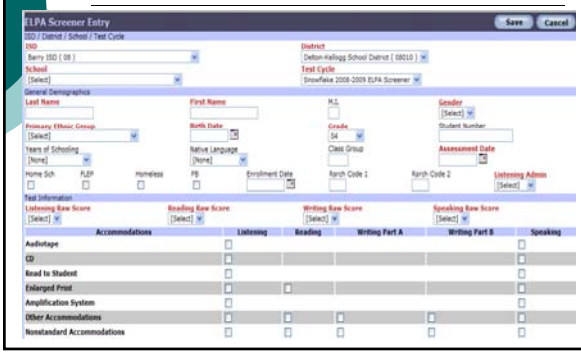
ELPA Screener Entry

- ELPA Screener is used to determine student that are English language learner (ELL) and if there is a need for ELL services.
- Scored by the schools – not the state by clicking “ELPA Screener Entry” from the left.
- Schools responsible for entering student information and scores.
- Student barcode labels can only be printed after entering scores.
- Student Record Labels are not available for the ELPA Screener at this time.

ELPA Screener Entry

- Click on ELPA Screener Entry from the menu at the left.
- The Test Information section is specific to a grade level and will open once the grade level is selected.
- The “Years of Schooling” field is important for AYP purposes.

ELPA Screener Entry



ELPA Screener Reports

- Available immediately, by clicking on “ELPA Screener Reports”, after entering ELPA Screener scores have been entered.
- Only have access to scores that were entered by your school or district (depending on your level of access).
- Reports available:
  - Individual Student Report
  - Class Roster
  - Student Data File

Students Not Tested

- Purpose is to report reason why a student did not test.
- Needed for federal reporting for all content areas.
- Used for possible AYP participation exemption for math and reading.
  - Reviewed by OEAA to determine if it meets exemption guidelines.
  - Science, writing and social studies are not used for AYP.

Students Not Tested

- Data under “Enrolled” columns loaded from the current MSDS submission.
- Date under the “Assessed” columns loaded from the OEAA Secure Site.
- Fall assessments (MEAP, MI-Access, MEAP-Access) included on Student Not Tested screen together.
- Spring assessments (MME and MI-Access) included on Student Not Tested screen together.

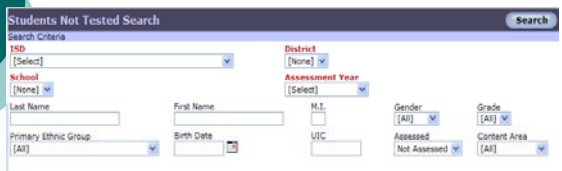
Students Not Tested

- Enrolled and Assessed data matched based on student Unique Identification Number (UIC) number.
  - If OEAA and MSDS UIC data does not match, student may be listed on two lines.
  - District UIC resolver should be notified that the student may have multiple UIC’s that may need to be linked.
  - OEAA nightly automatically downloads UICs from CEPI. Nothing to do in OEAA Secure Site.
  - If student is shown as assessed in all content areas, even if more than one line, you do not need to submit a not tested reason.

Students Not Tested

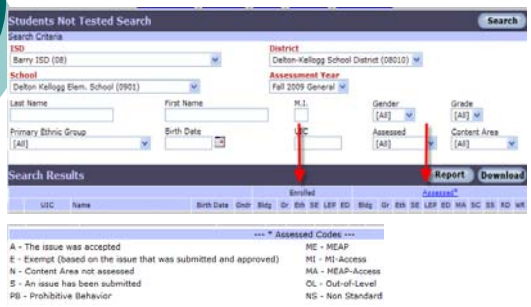
- If the student took multiple assessment type (MEAP, MI-Access, or MEAP-Access), then the student will be listed on two or more lines.
  - If student is shown assessed in all content areas, do not need to submit a reason why the student didn’t test.
- If no check box or data under Enrolled columns, student not on MSDS and do not need to submit a reason not tested.
- Click “Students Not Tested” from the left.

Students Not Tested



- Search defaults to “Not Assessed” students.
- Change Assessed field to “All” to list all students. Easy to identify if student has multiple lines of data.

Students Not Tested



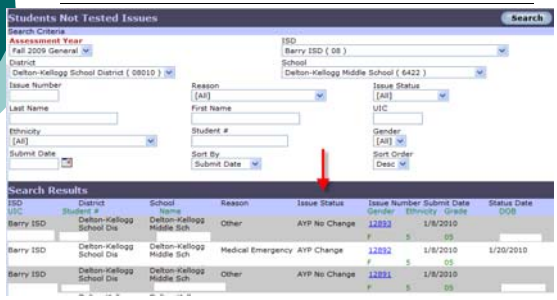
Not Tested Issues

- User can view all Not Tested reasons submitted.
  - **No AYP Change** - either the content area is not used for AYP and does not affect participation or the reason not tested cannot be used for exemption, which would result in No AYP Change.
  - **AYP Change** – the content area is used for AYP and the not tested reason can and will be used for AYP participation exemption.
  - **Open** – the not tested reason still needs to be reviewed by OEAA to verify if the reason is eligible for a AYP participation exemption.

Not Tested Issues

- Click on Not Tested Issues on the left.

Not Tested Issues



Click on the Issue number in blue to view the details.

Report Printing Options

- Click on “Report Printing Options” from the left.
- Two options:
  - Print All Reports (Class Item Analysis, Class Roster, Comprehensive Report, Demographic Report, Individual Student Report, Item Analysis Report, Parent Report, Summary Report, Student Record Labels).
  - The “Green” option: Print Individual Student Report, Parent Report, and Student Record Labels. All other reports available online.

Report Printing Options

- Default option is the “Green” option.
- Selection must be made at a district level for public schools.
- Selection made at a school level for private schools.
- All reports still available on secure site in .pdf format for either option.
- Selection made during or after tested roster.

Report Printing Options

Report Printing Options
Search
Search Criteria
Test Cycle
Fall 2008 MEAP Grades 3-9
ISD
Bay-Arenac ISD (09)
District
Bangor Township Schools (09030)
School
[All]
Search Results
Save
NOTE: The report printing options apply only to printed paper reports.
Regardless of the printing option selected, all reports will continue to be available in electronic format to view, print and/or download.
Select
Report Printing Options
Print All Reports (Class Item Analysis, Class Roster, Comprehensive Report, Demographic Report, Individual Student Report, Item Analysis Report, Parent Report, Summary Report, Student Labels)
The "GREEN" option: Print Individual Student Report, Parent Report, and Student Labels. All other reports are available online.

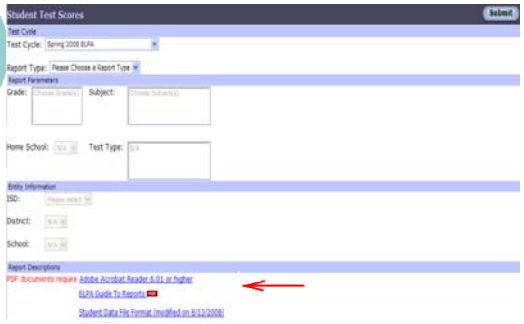
Student Test Scores

- Users can access score reports on the OEAA Secure Site by clicking on “Student Test Scores” from the left.
- Electronic reports are available on the OEAA Secure Site prior to the hardcopies that are shipped to school.

Student Test Scores

- Downloadable Student Data file is available on the Student Test Scores screen.
- Once you select the Test Cycle from the dropdown, the links at the bottom of the page will change specific to the test cycle. These include the Student Data File Layout, Guide to Reports, etc.

Student Test Scores



Student Record Labels

- Student Record Labels are sent to schools with the printed reports.
- Can be reprinted by clicking on “Student Record Labels” from the left.
- Make sure that Page Scaling is set to “None” and that Auto-Rotate and Center is checked.
- If you have an older version of Adobe you will not have a Page Scaling field but instead will have Shrink to Fit or Shrink Oversized Pages. These will need to be unchecked.

Student Record Labels

- All students will be listed based on search criteria entered, select the students desired, click on the “Submit” button.
- Ability to change the starting print position on the sheet of labels.

Educational Entity Master (EEM)

- Entity information updated nightly.
  - District name and state code, building name and state code, grade configuration
- Email updates and important information sent to assessment contacts, principals and superintendents listed in EEM.
- Materials shipped to address and contact person listed for assessment.
- Changes must be made in the EEM by the district authorized EEM user.

Future Developments

- Using MSDS Early Roster instead of OEAA Pre-ID
- Race to the Top and State Longitudinal Data System impacts
- Other Ideas?

OEAA Secure Site User Manual

- The user manual for the OEAA Secure Site can be found in several locations on the site.
  - Log in page prior to logging in.
  - Bottom of the Announcement page.
  - The ? button at the bottom of the menu on the left, once you have logged in.
  - The "Support" link at the top of each page of the site.
- Contact OEAA at oeaa@michigan.gov or 877-560-8378 for additional assistance

Questions???

Contact Info

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